Approved For Release 2002/08/23 : CIA-RDP74-00005R000200070005-1

25X1

REGULATION

25X1

CORRESPONDENCE
29 October 1953

STAFF STUDIES

Rescissions: (1) CIA Regulation
(2) CIA Regulation
(3) CIA Notice No.

25X1

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1. GENERAL

This Regulation establishes the policy and procedure governing the preparation and submission of staff papers for action, or policy determination by the Director or Deputy Director of Central Intelligence. Insofar as practicable, the standards prescribed herein shall also govern staff papers submitted to the Deputy Director (Plans), Deputy Director (Intelligence), Deputy Director (Administration), Director of Training, and Assistant Director for Communications.

2. POLICY

a. Questions on matters which are not clearly provided for in Agency Regulations or in current policy and operational directives shall be referred to the Deputy Director (Plans), the Deputy Director (Intelligence), the Deputy Director (Administration), the Director of Training, or the Assistant Director for Communications for determination or consideration prior to the initiation of conclusive action at lower levels.

b. Questions on matters of unusual magnitude or sensitivity, having significant Agency-wide effect or requiring correspondence on policy matters with the principal officials of other Government agencies or departments shall be referred to the Director or Deputy Director of Central Intelligence for final action.

c. All actions recommended in writing to the Director and Deputy Director shall be presented in conformity with the principle of completed staff work. This principle assumes that the problem and its proposed solution will be sufficiently complete to permit approval or disapproval on the basis of the information contained in the staff papers submitted.

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3. SUBMISSION OF STAFF STUDIES

a. Staff papers submitted to the Director or Deputy Director for determination or action shall be submitted in Staff Study form. All directives and/or correspondence necessary to implement the recommended action shall be submitted with the completed Staff Study in order that approval and action can be accomplished simultaneously.

b. The Staff Study should be as brief as practicable and limited to one page when possible. Tabbed and indexed supporting papers shall be attached when applicable and these should be clear, concise, and devoid of matters having minor bearing on the basic problem.

c. Copies to be prepared for submission to the Director of Central Intelligence or the Deputy Director of Central Intelligence: original and 2 copies for addressee, 1 copy for each concurring office, plus number of copies required by initiating office.

d. Copies of all attachments and implementing papers shall accompany the original and copies which are submitted to the Director of Central Intelligence or the Deputy Director of Central Intelligence. When the size of the enclosure is such as to make it impractical to enclose, reference as to its availability may be made.

4. CONCURRENCES

a. Officials submitting staff studies are responsible for ensuring proper coordination and for securing the concurrences or nonconcurrences of the principal Agency staffs or offices having interrelated responsibilities and functions.

b. Concurrences or statements of nonconcurrences shall be expedited by each individual concerned. If undue delays occur, the originating office may submit recommendations with a statement that an attempt to obtain concurrence or other comment has been unsuccessful and indicating the period of delay prior to submission.

c. Concurrences, qualified concurrences, or nonconcurrences shall be evidenced in writing on the record copy to be retained in the Office of the Director or Deputy Director. This coordination and concurrence record shall bear the signature and title of the originator and of the official authorized to express the views of each coordinating office.

d. Qualified concurrences and nonconcurrences shall be supported by a brief statement isolating the issues upon which they are based and shall contain alternate recommendations or shall specify the reason for the qualified concurrence or nonconcurrence.

e. Nonsubstantive comments and suggestions may be submitted but should be clearly separated from issues resulting in qualified concurrences or nonconcurrences.

5. STAFF STUDY FORMAT

Staff Studies will be submitted and signed by the official reporting directly to the addressee and will follow the format indicated below:

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[redacted]

CORRESPONDENCE
29 October 1953

Date

TO:

SUBJECT: (Sufficient only for file identification)

(Note: Omit any paragraph which is not applicable and renumber other paragraphs accordingly.)

1. PROBLEM:

Concise statement of the problem.

2. ASSUMPTIONS:

Any assumptions necessary for a logical discussion of the problem which cannot be accepted and considered as facts.

3. FACTS BEARING ON THE PROBLEM:

a. List essential facts in logical sequence.

b. List only important facts bearing directly on problem.

c. List unfavorable as well as favorable facts.

4. DISCUSSION:

A careful analysis of the essential facts, presenting considerations pro and con, to arrive logically at the conclusions and recommendations.

5. CONCLUSIONS:

a. Statement of the results derived from a reasoned judgment of the effects and implications of the essential facts.

b. Alternate lines of action are eliminated in this paragraph.

6. ACTION RECOMMENDED:

a. Provide a direct solution.

b. Chart a complete, concise and clear-cut course of action permitting simple approval or disapproval.

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c. If the proposed solution will require implementation by memorandum, formal issuance, or other communications mediums, proposed documents for such implementation will be submitted with the Staff Study.

(Signature)

(Title of the official submitting the Staff Study to the addressee.)

ANNEXES:

(List annexes and/or supporting papers. Reference should be made to these in body of study.) Annexes will be appropriately tabbed and in the case of the more complex Studies, an Index of tabbed annexes will precede this section of the study.

CONCURRENCES:

(List here other offices affected by the problem or those which are concerned in its solution, providing space for date and signature of the concurring officer. When there is a nonconcurrence, the reasons therefor will be stated in a separate memorandum, which will be attached as an annex, and keyed to the signature space on the concurrence sheet.)

ACTION BY APPROVING AUTHORITY:

APPROVED:

(Date)

(Signature)

(Title of addressee)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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